



Training Coordinator

Forms and Reports

Form Name	Form#	Form or Report	Inquiry Only	Add	Change	Delete	Subform Info	Form Description
Session	LX04.1	Form	No	Yes	Yes	Yes		Define the individual sessions that make up a course.
Session Registration	LX20.1	Form	No	Yes	Yes	No		Register employees in sessions or to place them on a wait list.
Mass Registration	LX20.2	Form	No	Yes	Yes	N/A		Register employees from various companies into a session or to place them on wait lists.
Completion and Compliance Report	LX200	Report	No	Yes	Yes	Yes		Generates a completion report and a compliance report.
Employee Training History	LX21.1	Form	Yes	No	No	No		Track the courses an employee completes. Also use this form to add courses to an employee's training history.
Session Completion	LX22.1	Form	No	No	Yes	N/A		Record employee participation and completion information after a session is finished.
Session Roster	LX220	Report	No	Yes	Yes	Yes		Print a report of the employees with enrolled, wait listed, absent, and canceled registration statuses for a course.
Mass Employee Registration	LX40.1	Form	No	Yes	No	No		Register several employees quickly into sessions.
Course	TR01.1	Form	Yes	No	No	No		Define courses.
Course Prerequisite	TR02.1	Form	Yes	No	No	No		Define course prerequisites.
Course, Options	TR02.2	Form	Yes	No	No	No		Specify the number of required and optional courses needed as prerequisites.
Track	TR05.1	Form	Yes	No	No	No		Create tracks.
Track, Courses	TR06.1	Form	Yes	No	No	No		Assign courses to a track.
Instructor	TR07.1	Form	Yes	No	No	No		Define instructors.
Course Instructors	TR08.1	Form	Yes	No	No	No		Assign instructors to a course.
Instructor Session	TR09.1	Form	No	Yes	Yes	N/A		Assign instructors to sessions.
Group Track	TR113	Report	No	Yes	Yes	Yes		Assign tracks to employee groups.
Job Code Track	TR114	Report	No	Yes	Yes	Yes		Assign tracks to employees with the same job code.
Course, Employees	TR13.1	Form	No	Yes	Yes	N/A		Assign mandatory tracks or courses or both to employees.
Required Training by Employee-Track or Course	TR13.2	Form	No	Yes	Yes	N/A		Assign tracks or courses to employees.
Instructor Courses	TR14.1	Form	Yes	No	No	No		Assign courses to an instructor.
Required Training by Employee	TR15.1	Form	Yes	No	No	No		Assign tracks or courses to employees and to view all of the required training for an employee.
Notification Letter Extract	TR200	Report	No	Yes	Yes	Yes		Create a file that can be imported into word processing software to create session notification letters.
Course Profile	TR201	Report	No	Yes	Yes	Yes		Print a report that summarized key course information.
Course Catalog Extract	TR202	Report	No	Yes	Yes	Yes		Create a file that can be imported into word processing software to create a course catalog.
Session Listing	TR204	Report	No	Yes	Yes	Yes		Print a list of the sessions and the dates on which they are scheduled.
Track Listing	TR205	Report	No	Yes	Yes	Yes		Print a list of a track's course requirements.



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Instructor Listing	TR207	Report	No	Yes	Yes	Yes		Print a list of the instructors and the courses they are certified to teach.
Course Cost Listing	TR210	Report	No	Yes	Yes	Yes		Print a list of the costs for a course, session, or employee.
Session Roster	TR220	Report	No	Yes	Yes	Yes		Print a report of the employees with confirmed, wait listed, absent, and canceled registration statuses for a course.
Session Wait List Listing	TR221	Report	No	Yes	Yes	Yes		Print a list of the employees on a session wait list.
Employee Training Listing	TR222	Report	No	Yes	Yes	Yes		Print an employee's training history or an employee's required training.
Employee Training Competency Maintenance	TR26.1	Form	Yes	No	No	No		View and update the competencies acquired from the completion of a course session.